

## **How Use the iPad to photograph page and write on it.**

(Taking a picture with your iPad camera and change it to a PDF)

1. Take a photo of the page
  - a. Lay the iPad flat on top of the page you need to take a picture of.
  - b. Go to the Home Page, and touch the “Camera” app button.
  - c. In the lower right hand corner of the screen, there is a slider control that moves between Camera icon (to take a picture) or Video icon (to record a video). Default should be Camera. If not, set to Camera.
  - d. In the top right of the screen, there is a Camera icon with 2 arrows. When touched, it switches between the forward-facing camera and the rear-facing camera. Make sure it is set for the rear-facing camera. You should see a picture of your paper.
  - e. Lift the iPad up off of the page until you can see the entire page on the iPad screen.
  - f. At the bottom center of the screen, there is a Camera icon. Touch it once to take a picture of your page. You should hear the shutter sound.
2. Use The PicRotate App to change the orientation of your picture (if needed). Use Spotlight (Home Page, then press Home button once) to type PicRotate to locate that app.
  - a. Press on app icon to open.
  - b. Click on Camera Roll icon at bottom left.
  - c. Scroll through photos in camera roll to locate and touch (activate) the photo desired.
  - d. You should see the original orientation in a large size at the top of the screen, as well as other smaller rotated versions below it. Touch the rotation version that you want. It will now be the larger one at the top.
  - e. Press Save button at the bottom of the screen. Now the new rotation is saved in the Camera Roll.
3. Open PDFProvider (purchased app) from wherever you saved it. (You can use the Spotlight feature to find it: Home Page, then press Home button once.)
  - a. Under “Sources” (on left), tap Photos.
  - b. Choose desired photo from Camera Roll; use flick to scroll through choices.
  - c. Touch the “Send” icon in the top right corner
  - d. Touch “Convert to PDF”

- e. Click the Send icon again and choose “Open In”
- f. Choose GoodReader or iAnnotate (purchased apps) as your program to open the file.

#### 4. GoodReader Instructions

- a. Open the file.
- b. Press and hold your finger or iPad pen on the screen to get the menu bar.
- c. To write with either your finger or iPad pen on your file, touch the squiggly line icon (last on menu bar).
- d. You will get a drop down menu. Choose “Save to this file”.
- e. As needed
  - 1. use pinch and expanded pinch to manipulate size
  - 2. activate Zoom with a 3 finger double tap.
- f. Write wherever needed on the page.
- g. You can manipulate the annotations (e.g. change the color of your written text) you make on the file by using the icons on the toolbars that will show on the screen.
- g. Use 2 finger drag to pan in any direction. If Zoom Magnifier is on, then use a 3 finger drag.
- i. When done, click the Save button on the toolbar.
- j. The file can be emailed, etc. via the toolbar.